

# USE THIS CHECKLIST IN PREPARING YOUR APPLICATION PACKAGE

## Preliminary and Final Proposals:

\_\_\_\_\_ Title page has been completed according to the instructions in this booklet.

\_\_\_\_\_ Title page has been signed and dated by an authorized official and the signed original has been included.

\_\_\_\_\_ Each proposal copy has been stapled or otherwise fastened (no binders or folders) with a title page on top of each copy.

## Include in Your Proposal Package:

### Preliminary Proposal

\_\_\_\_\_ One (1) original plus two (2) copies of the entire proposal. Each copy should be consecutively numbered and include the following:

- signed title page, on top
- proposal narrative, not to exceed five (5) double-spaced pages
- completed 1-page budget summary

\_\_\_\_\_ Three (3) additional copies of the title page.

*Preliminary proposals must be postmarked or hand-delivered by January 26, 2001.*

### Final Proposal

\_\_\_\_\_ One (1) original plus two (2) copies of the entire proposal. (Two (2) additional copies are also requested but not required.) Each copy should be consecutively numbered and include the following:

- signed title page, on top
- one-page abstract of the proposed project
- proposal narrative, not to exceed twenty-five (25) double-spaced pages
- completed 1-page budget summary and separate detailed budget and narrative
- appendix including the Key Project Personnel summary, the Equitable Access Statement, and any letters of support
- signed certification pages from the application booklet and assurances page

\_\_\_\_\_ Three (3) additional copies of the title page

*Final Proposals must be postmarked or hand-delivered by April 27, 2001.*

## MAILING ADDRESS FOR PRELIMINARY AND FINAL PROPOSALS:

**FIPSE Comprehensive Program  
ATTN: 84.116A  
U.S. Department of Education  
Application Control Center**

**Room 3633, ROB-3**  
**Washington, DC 20202-4725**